

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division Division of Administration		
Position No / Agency-Unit-Class-Serial 461-220-5142-719		Unit Administrative Services/Human Resources Branch/Classification and Pay		
Class Title Associate Personnel Analyst		Location Sacramento		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID R01	Work Week Group: 2	Pay Differential N/A
Other N/A				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions				
Under the general direction of the Staff Services Manager II, the Associate Personnel Analyst (APA) performs the more responsible, varied and complex consultative APA assignments. This includes providing timely and appropriate personnel management consultation and technical assistance to department managers, supervisors, hospital personnel staff and departmental employees. The APA can act as a lead person for other staff personnel.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary.)			
30%	Provides human resources consultative services to the State Hospitals and Headquarters management staff. Researches, consults, advises and makes recommendations to management and staff on varied personnel management issues, personnel policies, standards, rules and procedures in the areas of classification pay equity, allocation review and determination of appropriate duties including out-of-class situations and organizational structure. As consultant to hospital management, makes recommendations on the most urgent and sensitive staffing and performance management issues. Analyzes proposed personnel actions for appropriateness of allocation, organizational impact and salary considerations.			
25%	Reviews and processes all transactions within areas of assignment. This includes assisting supervisors with the hiring process by ensuring accurate completion of documents; determining available alternatives such as eligible lists, appropriate lists, transfers, training and development assignments, etc.; ensuring the vacancy is posted; conducting a review of employment applications for eligibility of transfer, reinstatement, list appointment, etc.; and clearing certification lists.			
25%	<u>Progressive Discipline/Performance Management</u> Provides expert advice to management on performance management issues of the most complex nature, including review of attendance restrictions; counseling memo's; letters of instruction; rejections during probation, and writing and/or serving adverse actions. Reviews supporting documentation, consults with legal staff and recommends appropriate disciplinary action to be taken.			

	<p><u>Technical Training Development</u></p> <p>Works collaboratively with Organizational Development Unit (ODU) on developing technical training on Classification and Pay topics. Assists ODU with extensive research and uses technical knowledge to assist in developing classification and pay training for staff and management. Utilizes applicable laws, rules, regulations and principles when researching and completes comprehensive outlines and presentations that is utilized to assist staff, supervisors and managers to stay within best hiring practices and Human Resource guidelines; and is relied on by ODU as a subject matter expert on personnel management issues, personnel policies, standards, rules and procedures in the areas of classification pay equity, allocation review and determination of appropriate duties.</p>
10%	Plans, develops, coordinates, and implements personnel management projects. Develops methodology to complete projects in a timely manner. Interprets federal and state statutes, regulations and policies in personnel areas for impact on departmental operations; research laws, rules and policies, develops recommendations on policies, procedures and new programs.
10%	Works with other analysts within the Classification and Pay Unit as well as Position Control to update the Departments organizational charts on a monthly basis and submits to management for review and approval. Verifies that the correct incumbents are reflected with their corresponding position number.
Working Conditions	<p>Up to 75% of the essential functions of this position may be performed via telework and/or with flexible scheduling. Consistent with Policy Directive 5338, Telework may be considered with prior approval from management. If approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face to face meetings, and/or may travel throughout California as needed, with prior notice.</p> <p>Independence of action and the ability to manage time and multiple priorities is required.</p> <p>Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required.</p>
Other Information	<p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p>

	<div><div>_____ Employee's Signature</div><div>_____ Date</div><p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p><div><div>_____ Supervisor's Signature</div><div>_____ Date</div></div></div>
--	---